

SECRET

CIA ARCHIVES AND RECORDS CENTER

16 August 1968

MEMORANDUM FOR: Chief, Records Administration Branch

SUBJECT : Move to the Suitland Annex

1. On 31 July 1968 the last load of the Supplemental Distribution items classified through Secret was moved to the Suitland Annex.

2. This move started on 22 November 1967, and 30 loads were moved totaling 19,421 cu. ft. As a point of interest, this volume is more than the total volume moved from Rosslyn, Virginia in 1955 (18,816 cu. ft.). Twenty six loads, consisting of 16,638 cu. ft., were moved from the A&RC [] and 4 loads, consisting of 2,783 cu. ft., were moved from the Federal Records Center in Alexandria. The four loads from Alexandria were moved by Kane Transfer Co., the contractor that moved all of the GSA records, with A&RC personnel escorting each truck. The 26 loads from the A&RC [] were moved by Agency trucks.

3. The entire move was coordinated and accomplished by A&RC personnel with the assistance of two contract laborers and summer employees. The operation required removing series of reports from the A&RC shelves, changing locator records, destroying any reports ready for destruction, consolidating the reports into as few boxes as possible, banding the boxes or pallets, loading the pallets on trucks, escorting the trucks to Suitland and unloading the truck at Suitland. And while these operations were in progress, requests for the various items were serviced without any delays.

4. The following is a summary of the material moved:

- 10,495 cu. ft. NIS Reports
- 603 cu. ft. NIS Halftone Negatives
- 331 cu. ft. NIS Gazetteer EAM Cards
- 68 cu. ft. NIS Gazetteer Negatives
- 162 cu. ft. OBGI (Reports other than NIS)
- 564 cu. ft. CRS Reports
- 504 cu. ft. FBIS Reports

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

SECRET

160 cu. ft. OSI Reports
 30 cu. ft. Studies in Intelligence
 322 cu. ft. OER Reports
 43 cu. ft. OSR Reports
 23 cu. ft. IRS Reports
 313 cu. ft. NPIC Reports
 25 cu. ft. OCI Reports
 4 cu. ft. DDS&T Reports
 2 cu. ft. OGC Reports
 6 cu. ft. OLC Reports
 68 cu. ft. CENIS Reports
 3 cu. ft. FMSAC Reports
 2 cu. ft. USIB Reports
 25 cu. ft. NIE Reports
 5,082 cu. ft. Maps
 586 cu. ft. Inactive Reference Items Retired by CRS

19,421 cu. ft. Total Moved to the Suitland Annex

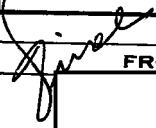
5. This move was accomplished 3 months ahead of the schedule and without any major problems. This was due to the outstanding job done by [] of the A&RC Staff who was assigned full time to this move and had the overall responsibility for coordinating the operation. It was also due to the excellent cooperation of the people at the Suitland Federal Records Center, the Agency Logistics Transportation people, and all members of the A&RC Staff, particularly [] who arranged for the transportation; James McDermott and Ronald Moffett who kept the operation going on the Suitland end; [] who assisted [] with the processing and escorting operations. A letter of appreciation is being prepared for the Director of Logistics thanking him for the cooperation of the Agency truck drivers and the dispatcher.

Distribution

Orig. & 1 - Addressee
 1 - A&RC/Suitland File
 1 - A&RC Subj.

DDS/SSS/RAB/A&RC: [] (16 August 1968)

SECRET

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
<input type="checkbox"/>	UNCLASSIFIED	<input type="checkbox"/>	CONFIDENTIAL <input checked="" type="checkbox"/>
		<input checked="" type="checkbox"/>	SECRET
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	Chief, Support Services Staff		
2			
3			
4			
5			
6			
<input type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY
<input type="checkbox"/>	APPROVAL	<input type="checkbox"/>	DISPATCH
<input type="checkbox"/>	COMMENT	<input type="checkbox"/>	FILE
<input type="checkbox"/>	CONCURRENCE	<input checked="" type="checkbox"/>	INFORMATION
<input type="checkbox"/>		<input type="checkbox"/>	PREPARE REPLY
<input type="checkbox"/>		<input type="checkbox"/>	RECOMMENDATION
<input type="checkbox"/>		<input type="checkbox"/>	RETURN
<input type="checkbox"/>		<input type="checkbox"/>	SIGNATURE
Remarks: <div style="border: 1px solid black; height: 30px; width: 150px; margin: 10px 0;"></div> <p>The Suitland move is completed, ahead of schedule.</p> <p>The attached is an excellent short report of the move details and is particularly informative of the records and people involved.</p> <p>A memo of appreciation to the Director of Logistics also is attached for your signature.</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.		DATE	
 Chief, RAB		22 F	
<input type="checkbox"/>	UNCLASSIFIED	<input checked="" type="checkbox"/>	CONFIDENTIAL
		<input checked="" type="checkbox"/>	SECRET